

## ***Section 7-5***

### **TRAVEL AND RESOURCE MANAGEMENT GUIDELINES**

#### **Overview**

DLAMP participants remain officially assigned to their home organization, activity, or command while in the program. Their home organization remains responsible for providing civilian personnel management services to include salary and benefits.

DLAMP will fund travel for participant attendance at approved activities, when required, from the central DLAMP account managed by the Civilian Personnel Management Service (CPMS). CPMS will issue travel orders in order to ensure consistent interpretation of the Joint Travel Regulations (JTR) regarding TDY status and reimbursement of expenses. Entitlements and funding amounts will be determined by CPMS based on these guidelines and the JTR.

DLAMP will provide funds to the Components for use in temporarily backfilling selected participants' positions during their absence on long-term DLAMP activities. This applies only to participants who are attending full-time graduate school on a DLAMP Fellowship, or a resident Professional Military Education program and are not performing their normally assigned duties. Reimbursement for each backfill will be based on the actual cost to the activity of filling behind the DLAMP participant. Only reasonable costs of salary and benefits will be considered. Specific instructions will be provided by your Component upon selection for long-term training.

#### **PROFESSIONAL MILITARY EDUCATION**

Professional Military Education (PME) courses are longer than 30 calendar days, and therefore, meet the definition for long-term training as described by Paragraph C4561 of the JTR. Accordingly, travel and transportation entitlements for long-term training apply. Participants attending PME in a TDY status should contact the DLAMP office for travel orders.

DLAMP will provide funding for:

- Per Diem – Fifty-five percent of the applicable maximum amount prescribed by the JTR for the training location over the entire training period. If Government quarters and/or mess are available, per diem will be reduced in accordance with the JTR. However, Government quarters are generally not expected to be available for DLAMP long-term training activities.

- Travel Days - Per diem for the day of arrival at and the day of departure from the training location will be determined via the lodging plus system (per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses). The total is not to exceed the applicable maximum per diem rate for the location. Paragraph C4553 of the JTR fully explains the lodgings plus system.
- Transportation - Transportation from the duty station to and from the TDY/Training site is authorized. Conveyance by privately owned vehicles (POV) may be authorized if desired by the participant and advantageous to the Government. Reimbursement for POV use is limited to the constructed cost of air travel.
- Lodging - Retained lodging is authorized during attendance at PME, and will be annotated on the TDY orders.
- Unaccompanied Baggage – Participants are authorized to ship up to 350 pounds of unaccompanied baggage. Excess baggage will not be authorized. Participants are encouraged to contact their local transportation office for referral to contracted shipping carriers.

DLAMP will not provide funding for:

- Rental car or POV mileage expenses for in-and-around transportation during the course of instruction.
- Preliminary house-hunting trips.
- Additional meals and lodging costs. Meals and lodging costs are accommodated within the 55% per diem figure.
- Travel to the participant's home or to the home organization during the period of long- term training.
- Travel for dependents to accompany the participant while attending PME.

## **SHORT-TERM TRAINING**

DLAMP short-term training activities include the two-week SNSEE courses, the DLAMP orientation seminars, and other official activities scheduled by the DLAMP office. DLAMP will provide travel orders (DD1610) to the participant to cover associated travel. The provisions of the JTR will apply.

DLAMP will provide funding for:

- Per Diem - One hundred percent of the applicable maximum amount prescribed by the JTR for the training location for the entire training period. Government quarters are generally not expected to be available for DLAMP short-term training events.
- Travel Days - Per diem for the day of arrival at and the day of departure from the training location will be determined via the lodgings plus system (per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses). The total may not exceed the applicable maximum per diem rate for the location. Paragraph C4553 of the JTR fully explains the lodgings plus system.
- Transportation - Transportation from the duty station to and from the TDY/Training site is authorized. Conveyance by POV may be authorized if desired by the participant and advantageous to the Government. Reimbursement is limited to the constructed cost of air travel.

DLAMP will not provide funding for:

- Rental car or POV mileage expenses for in-and-around transportation during the course of instruction.
- Supplemental equipment, supplies and materials.

## **REIMBURSEMENT**

During long-term TDY, participants should file travel claims every 30 days. For short-term travel, claims should be filed within 5 days of completion of travel. Travelers should fax or mail travel claims to the DLAMP office. DLAMP will review, approve, and forward claims to DFAS, Columbus within 48 hours of receipt.

DLAMP office fax number: 703-696-9525 (DSN 426)

DLAMP office mailing address:

Civilian Personnel Management Service

ATTN: DLAMP

1400 Key Boulevard, Suite B200

Arlington, VA 22209-5144

You may call DFAS, Columbus to check on the status of your travel claim. The customer service number is (800) 756-4571.

## OTHER GUIDELINES

**Time and Leave During the Training Period.** The supervisor of record and home organization continue to be responsible for the participant's time card and leave record, and for approving annual and sick leave during the training period. Granting administrative leave prior to and following a long-term TDY assignment is subject to Component policy and procedures. While it is expected that participants will not normally take leave during the training period, in the event of emergency or other circumstance, the following will apply:

- Per diem daily rates may be adjusted to accommodate the absence in accordance with paragraph C4561 of the JTR.
- The total amount allowed for lodging costs in the adjusted per diem will not exceed the total amount of per diem that would have been received if the employee had not taken leave.

**Recess Periods During Senior Service School.** Participants have a responsibility to make their supervisors fully aware of recess periods at the Senior Service Schools. During these recess periods, CPMS will provide reduced per diem sufficient to cover those allowable items that are normally available only when an individual signs a long-term written lease or contract (e.g., retained lodging). Participants should be prepared to provide pertinent documentation.

During extended school recess periods, participants may be returned to a duty status at the expense of the home organization. If the participant does not return to a duty status during any recess period, absences should be charged to annual leave, unless the supervisor of record approves the use of such time for training related study or research projects. If the participant's organization and the cognizant DLAMP Senior Service School faculty sponsor approve the study or research project, you may request DLAMP provide per diem funds for the time period while this independent study is being conducted. Your request should be submitted using the Request to Conduct Research format at the end of this section.

## TAX STATUS

DLAMP participants and home organizations are reminded that per diem payments for TDY extending over one year are taxable as ordinary income. Participants and travel-approving officials should be careful in constructing the TDY orders to ensure that the assignment does not extend beyond one year (365 calendar days), thus creating a tax liability. (NOTE: SOME STATES MAY SET THE STATE TAX LIABILITY AT LESS THAN 365 DAYS.)

### **Pertinent JTR References**

Per Diem for Courses of Instruction (C4561)

Mileage Allowances (C4651)

Responsibility for Official Travel (C3001)

JTR, volume 2 may be accessed at: [www.perdiem.osd.mil/](http://www.perdiem.osd.mil/)

**DLAMP Participant Request to Conduct Research  
During PME Recess Period**

<b>Participant Name:</b>									
<b>PME:</b> <b>Class Dates:</b> <b>Position Title:</b> <b>Organization:</b> <b>Complete Mailing Address:</b> <b>E-mail Address:</b>									
<b>Proposed Research Study or Project :</b>									
<b>From (date)</b> _____ <b>To (date)</b> _____									
<b>Signatures (include the following signature blocks on your approval form)</b>									
<p>The proposed Research Study or Project is approved for the period _____.</p> <table style="width: 100%;"><tr><td style="width: 50%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Supervisor Signature                      Date</div></td><td style="width: 50%;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Participant Signature                      Date</div></td></tr><tr><td colspan="2" style="height: 50px; vertical-align: top;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>DLAMP Senior Service School Faculty Sponsor                      Date</div></td></tr><tr><td colspan="2" style="height: 50px; vertical-align: top;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>DLAMP Office Approval                      Date</div></td></tr></table>				<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Supervisor Signature                      Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Participant Signature                      Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>DLAMP Senior Service School Faculty Sponsor                      Date</div>		<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>DLAMP Office Approval                      Date</div>	
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